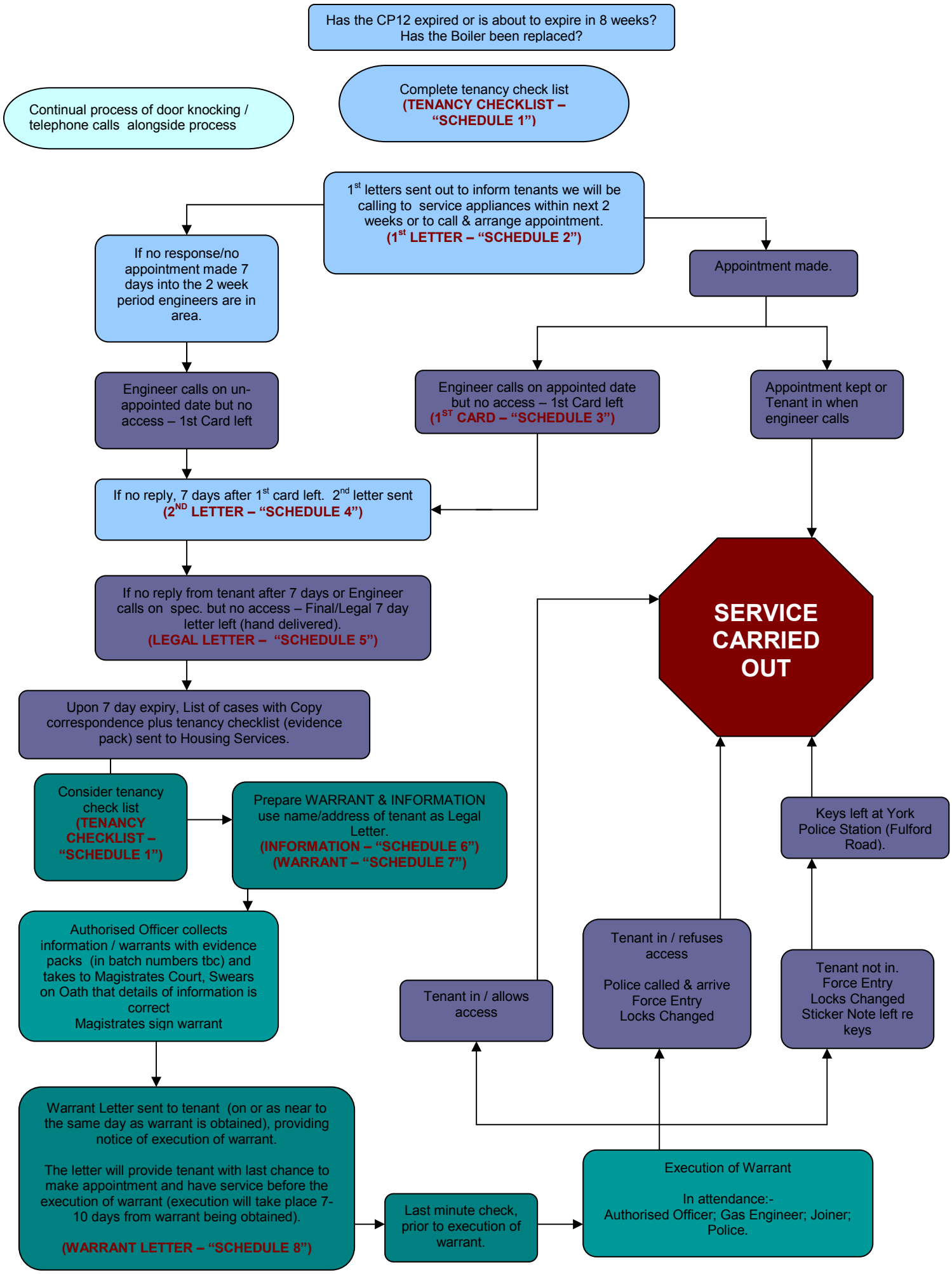
Has the CP12 expired or is about to expire in 8 weeks? Has the Boiler been replaced?
Complete tenancy check list (TENANCY CHECKLIST – "SCHEDULE 1")
Continual process of door knocking / telephone calls alongside process
1st letters sent out to inform tenants we will be calling to service appliances within next 2 weeks or to call & arrange appointment. (1st LETTER – "SCHEDULE 2")
If no response/no appointment made 7 days into the 2 week period engineers are in area.
Appointment made.
Engineer calls on un-appointed date but no access – 1st Card left
Engineer calls on appointed date but no access – 1st Card left (1ST CARD – "SCHEDULE 3")
Appointment kept or Tenant in when engineer calls
If no reply, 7 days after 1st card left. 2nd letter sent (2ND LETTER – "SCHEDULE 4")
If no reply from tenant after 7 days or Engineer calls on spec. but no access – Final/Legal 7 day letter left (hand delivered). (LEGAL LETTER – "SCHEDULE 5")
SERVICE CARRIED OUT
Upon 7 day expiry, List of cases with Copy correspondence plus tenancy checklist (evidence pack) sent to Housing Services.
Consider tenancy check list (TENANCY CHECKLIST – "SCHEDULE 1")
Prepare WARRANT & INFORMATION use name/address of tenant as Legal Letter. (INFORMATION – "SCHEDULE 6") (WARRANT – "SCHEDULE 7")
Keys left at York Police Station (Fulford Road).
Authorised Officer collects information / warrants with evidence packs (in batch numbers tbc) and takes to Magistrates Court, Swears on Oath that details of information is correct
Magistrates sign warrant
Tenant in / refuses access
Police called & arrive
Force Entry
Locks Changed
Tenant in / allows access
Tenant not in.
Force Entry
Locks Changed
Sticker Note left re keys
Warrant Letter sent to tenant (on or as near to the same day as warrant is obtained), providing notice of execution of warrant.
The letter will provide tenant with last chance to make appointment and have service before the execution of warrant (execution will take place 7-10 days from warrant being obtained).
(WARRANT LETTER – "SCHEDULE 8")
Last minute check, prior to execution of warrant.
Execution of Warrant
In attendance:-
Authorised Officer; Gas Engineer; Joiner; Police.